



## Human Services Committee Agenda

Thursday, May 3, 2018

9:30 a.m.

Council Chambers

County Administration Centre, Walkerton

### 1. Declaration of Pecuniary Interest

### 2. Action Items

- A. 2018 Amended Child Care Service Agreement (attached)

### 3. Information Items

- A. Investment in Affordable Housing, New Rental Request for Proposals Report (attached)
- B. Social Infrastructure Fund - New Rental, Request for Proposals Report (attached)
- C. Licensed Child Care and Fee Subsidy Update Q1 - 2018 (attached)
- D. Q-1 Bruce County Community Housing Registry Waitlist Update (attached)

### 4. Next Meeting

June 7, 2018

### 5. Adjournment



## Committee Report

**To:** Warden Paul Eagleson  
Members of the Human Services Committee

**From:** Christine MacDonald  
Director of Human Services

**Date:** May 3, 2018

**Re:** 2018 Amended Child Care Service Agreement

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### Recommendation:

That authorization be given to execute the 2018 Amended Child Care Service Agreement, as per by-law 2018-22, and

That approval is granted for the authorization of a budget amendment to include the additional revenue for the Fee Stabilization Support program.

### Background:

The Ministry of Education released the Child Care Allocations to Consolidated System Service Managers across Ontario. 2018 allocations are based on the "Ontario Child Care and Child and Family Programs Service Management and Funding Guideline" which broadly outlines municipal service requirements for the Children's Service Sector.

The County of Bruce allocation for 2018 totals \$5,765,519. The total contract provides funding to manage the local Child Care System and goes further to provide special purpose funding through the Expansion Plan and the Canada-Ontario Early Learning and Child Care Agreement (ELCC) to support the commitment of both the federal and provincial government to provide investments to increase quality, accessibility, affordability, flexibility and inclusivity.

The 2018 Amended Child Care Service Agreement includes amended Schedules B, D and F to reflect Fee Stabilization Support Funding.

### Financial/Staffing/Legal/IT Considerations:

The 2018 Amended Child Care Agreement outlines the Fee Stabilization Support allocation for the County of Bruce from April to December 2018, previous budget approval had included an allocation for January through March 2018. The allocation represents a budget increase of \$145,788.



The attached Amended Service Agreement is of standard content; the passing of recommendation will allow for authorization to execute the amended agreement.

There are no staffing or IT considerations associated with this report.

**Interdepartmental Consultation:**

Departmental Staff will work the Finance staff to amend the necessary budget details based on the funding allocation.

**Link to Strategic Goals and Elements:**

Goal #5 - The Elimination of Red Tape.

Element # E - Focus on the internal and external customer/client needs first through providing community based services.

Written by: Andrea Riley, Children's Services Manager

**Approved by:**

Kelley Coulter  
Chief Administrative Officer



## Committee Report

**To:** Warden Paul Eagleson  
Members of the Human Services Committee

**From:** Christine MacDonald  
Director of Human Services

**Date:** May 3, 2018

**Re:** Investment in Affordable Housing - New Rental, Request for Proposals

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### Recommendation:

The Investment in Affordable Housing (IAH) Extension - New Rental, Request for Proposals is for information.

### Background:

The County of Bruce created a Long Term Housing Strategy (LTHS) for 2013-2023 with the goal to address the housing need of our residents. To support our vision of appropriate, affordable, diverse and supportive housing choices for all residents we adopted a target of creating 445 affordable housing units.

In the spring of 2016, the Ministry of Housing released their Long-Term Affordable Housing Strategy Update to support Ontario's transformation towards a better housing system with the vision: "Every person has an affordable, suitable and adequate home to provide the foundation to secure employment, raise a family and build strong communities." Ontario's investments under the Strategy Update support better housing outcomes for the chronically homeless, Indigenous peoples, youth, seniors and people transitioning from provincially-funded institutions and services systems.

This RFP supports both the county's LTHS and the province's Strategy Update by calling for the development of affordable housing and helping to ensure all residents have an affordable, adequate and suitable home.

As per the terms and conditions of this Request for Proposals (RFP), the County of Bruce will invite non-profit and private sector proponents to submit proposals for affordable rental developments that meet the objectives of the County's LTHS 2013-2023 and the IAH Extension Guidelines. The development of affordable rental housing will help ensure sustainable housing for members of our community.



The County of Bruce has allocated \$1,046,555 of the IAH Extension budget for New Rental Housing for 2018/2019.

The Request for Proposals will open on May 4, 2018. Interested proponents can view the RFP free of charge on the Bruce County website.

### **Financial Considerations:**

The Investment in Affordable Housing Extension Program is a joint initiative between the provincial and federal governments. The program does allow administrative dollars to be used in the delivery of the program.

### **Staffing Considerations**

Considerable staff time will be required to disseminate and coordinate the RFP, but costs will be absorbed within the existing operating budget. Staff is in the process of hiring a consultant to evaluate all RFP submissions.

### **Legal Considerations**

Housing staff will work with the county solicitor to manage the administration of the projects and required agreements.

### **IT Considerations**

There are no IT considerations associated with this initiative.

### **Interdepartmental Consultation:**

Housing Services staff has worked closely with Corporate Services in the RFP development. Housing Service staff will continue to work with Corporate Services in the program administration.

### **Link to Strategic Goals and Elements:**

- Goal #3. Find creative new ways to engage our public  
#5. Eliminate our own red tape  
#6. Explore alternate options to improve efficiency and service  
#7. Stimulate and reward innovation and economic development  
Element #5. E - Focus on the internal and external customer/client needs first  
#6. D - Coordinate working with other agencies



Corporation of the County of Bruce  
Human Services

[brucecounty.on.ca](http://brucecounty.on.ca)

**BRUCE**  
county

Written by: Tania Dickson, Housing Services Manager

Approved by:

Kelley Coulter  
Chief Administrative Officer



**Request for Tender**  
**For Development of Affordable Housing**  
**RFP HUM #18-03**

**Issue Date:** Friday, May 4, 2018  
**Closing Date:** Monday, May 28, 2018  
**Closing Time:** 2:00:00 p.m., local time  
**Submissions:** <https://brucecounty.bonfirehub.ca/opportunities/14452>

**Only electronic submissions will be accepted  
Paper and late submissions will not be accepted.**

Please submit your bid all in accordance with this Document's Index.

**NOTE: It is the vendor's sole responsibility to ensure their submissions are received by the time and date specified within the document.**

The Lowest of Any Bid Will Not Necessarily Be Accepted.

**Company Name & Address:**

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**Please return this cover sheet with your submission.**

## 1.0 OVERVIEW

### Introduction

The County of Bruce created a Long-Term Housing Strategy (LTHS) 2013-2023 with the goal to address the housing needs of our residents. To support our vision of appropriate, affordable, diverse and supportive housing choices for all Bruce County residents, we have adopted a new housing target of creating 445 affordable housing units between 2013 & 2023.

In the spring of 2016, the Ministry of Housing released their Long-Term Affordable Housing Strategy Update to support Ontario's transformation towards a better housing system with the vision: "Every person has an affordable, suitable and adequate home to provide the foundation to secure employment, raise a family and build strong communities."

Ontario's investments under the Strategy Update support better housing outcomes for the chronically homeless, Indigenous peoples, youth, seniors and people transitioning from provincially-funded institutions and services systems.

In August 2014, the Governments of Canada and Ontario announced an extension to the Investment in Affordable Housing (IAH) program which will provide an additional \$801 million in funding for affordable housing in Ontario over six years. To be eligible for funding Bruce County as Service Manager developed a Program Delivery and Fiscal Plan (PDFP) to indicate specific components for funding. Service Managers were required to indicate how funding would be allocated to the eligible program components (Rental Housing; Home Ownership; Ontario Renovates; Operating; and Administration).

Bruce County's PDFP allocates \$1,046,555 to New Rental Housing for the 2018/2019 fiscal year.

As per the terms and conditions of this Request for Proposal for affordable rental housing, the County of Bruce now invites non-profit and private sector proponents to submit proposals for affordable rental developments that meet the objectives of the County's LTHS 2013-2023 and the IAH Extension Guidelines.

**1.1**

**Definitions:**

**Corporation**

Refers to “The Corporation of the County of Bruce”

**Contract**

Refers to “A binding written Agreement (including purchase orders), which contain the terms and obligations governing the relationship between the Corporation of the County of Bruce and the Successful Respondent”.

**Owner**

Refers to “the Corporation of the County of Bruce”

**Respondent**

Refers to “any eligible entity providing a Proposal”

**Successful Respondent(s)**

Refers, in the event of an award, “to the selected Respondent(s)”

**RFP**

Refers to “Request for Proposal”

**2.0**

**PROPOSAL SUBMISSION INSTRUCTIONS FOR SUPPLIERS**

Please follow these instructions to submit via our Public Portal.

**2.1.**

**Prepare your submission materials:**

Name	Type	# Files	Requirement
Cover Sheet	File Type: PDF (.pdf)	1	Required
Tender Form	File Type: PDF (.pdf)	1	Required
Respondent's Ability and Experience Form	File Type: PDF (.pdf)	1	Required
Bidder Information	File Type: PDF (.pdf)	1	Required
Accessibility Form	File Type: PDF (.pdf)	1	Required
Operating & Capital Budget	File Type: PDF (.pdf)	1	Required
New Development Proposal	File Type: PDF (.pdf)	1	Required

**Requested Documents:**

Please note the type and number of files allowed. The maximum upload file size is 100 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

## 2.2 Upload your submission at:

<https://brucecounty.bonfirehub.ca/opportunities/14452>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **May 28, 2018 2:00 p.m. local time**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) hour** before Closing Time to begin the uploading process and to finalize your submission.

### **Important Notes:**

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

**Note to Bidders: Double check when uploading that the individual files and business proposal being uploaded are the correct files. Incorrect files submitted will mean the proposal is non-compliant.**

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 8/9/10+, Google Chrome, or Mozilla Firefox. Javascript must be enabled.

### **Need Help?**

Bruce County uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

Please see 2.8 "Proposal Documentation" for a listing of documents to include for this submission.

### **2.3 Proposal Opening**

Respondents are advised there will **not** be a public opening for this RFP. Submissions received, by the date and time of closing, will be opened by respective members of the Review Committee at closing time.

### **2.4 Inquiries / Clarification**

Respondents are expected to raise any questions, noted errors, discrepancies, ambiguities, exceptions, additions or deficiencies they have concerning this proposal **through email to** [jasmith@brucecounty.on.ca](mailto:jasmith@brucecounty.on.ca).

Inquiries must be received no later than three (3) business days prior to the closing date of the RFP; otherwise, a response may not be provided.

All contact with the Corporation must be through official channels. Any contact with anyone else without the prior authorization of the Purchasing division may result in the disqualification of your proposal.

### **2.5 Late/Paper Submissions**

Proposals received after the official closing time or in paper format will **not** be considered during the selection process and will be returned unopened to the respective Respondent(s).

### **2.6 Completion of the Proposal**

All entries shall be clear, legible and signed. All items shall be submitted according to any instruction in the Request for Proposal Documents.

Alterations may be made, providing they are legible and initialled by the Respondent's signing officer. Proposals which are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, alterations incorrectly submitted, or irregularities of any kind may be rejected.

### **2.7 Proposal Withdrawal**

Any Proposal may be withdrawn prior to the scheduled time for Proposal Closing, or authorized postponement thereof.

### **3.0 TERMS AND CONDITIONS**

#### **3.1 Respondent Expense**

Any expenses incurred by the Respondent in the preparation of the Proposal submission are entirely the responsibility of the Respondent and will **not** be charged to the Corporation.

#### **3.2 Examination of Request for Proposal Documents**

Each Respondent must satisfy himself/herself by a personal study of the RFP documents. There will be no consideration of any claim, after Submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by this RFP.

Prices must include all incidental costs and the Respondent must be satisfied as to the full requirements of the RFP. No claims for extra work will be entertained and any additional works must be authorized in writing prior to commencement. Should the Respondent require more information or clarification on any point, it must be obtained prior to the submission of the RFP.

#### **3.3 Acceptance or Rejection of Proposals**

The Corporation reserves the right to reject any or all Proposals and to waive formalities as the interests of the Corporation may require without stating reasons therefore.

Notwithstanding and without restricting the generality of the statement immediately above, the Corporation shall not be required to award or accept a Proposal, or recall the Proposals at a later date:

- a) When only one Proposal has been received as a result of the Proposal call.
- b) Where the lowest responsive and responsible Respondent substantially exceeds the estimated cost of the goods or service.
- c) When all Proposals received fail to comply with the Specifications or Proposal Terms and Conditions.
- d) Where a change in the scope of work or specifications is required.

The Corporation shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Respondent by reason of the acceptance or the non-acceptance by the Corporation of any Proposal or by reason of any delay in the acceptance of a Proposal, except as provided in the Proposal document.

Each Proposal shall be open for acceptance by the Corporation for a minimum period of sixty (60) calendar days following the date of closing.

Where the Proposal documents do **not** state a definite delivery/work schedule and/or a submitted Proposal is based on an unreasonable delivery/work schedule, the Proposal may be rejected.

#### **3.4 Inquiries, Discrepancies and Interpretations**

Should a Respondent find omissions from or discrepancies in any of the RFP documents, or should the Respondent be in doubt as to the meaning of any part of such documents, the Respondent shall notify the designated contact person and office without delay. If the designated contact person considers that a correction, explanation or interpretation is necessary or desirable, an addendum will be issued to all who have received RFP documents.

No oral explanation or interpretation will modify any of the requirements or provisions of the Proposal documents.

#### **3.5 Errors and/or Omissions**

The Corporation shall not be held liable for any errors and/or omissions in any part of this RFP. While the Corporation has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by the Corporation, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve the Respondents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

### **3.6 Addenda**

If required by the Corporation, addenda will be distributed to all Respondents registered as a document taker for this Proposal. Addenda will be distributed using the latest contact information as provided by the Respondent. It is the Respondent's responsibility to notify the Corporation of any changes to their email or mailing address. It is the Respondent's ultimate responsibility to ensure all addenda have been received.

Respondents shall be required to acknowledge receipt of addenda on the Respondent's Information / Addenda Acknowledgement Form contained in the Proposal document.

### **3.7 Proposal Award Procedures**

Unless stated otherwise, the following procedures will apply:

- The Corporation will notify the Successful Respondent(s) of the award within one hundred and twenty (120) calendar days of the Proposal Closing.
- Notice of Acceptance of Proposal will be by telephone and by written notice.

The Successful Respondent(s) will receive written authority, in the form of an Award Letter. The Respondent will be required to enter into a contract with the County of Bruce.

### **3.8 Ability and Experience of Respondent(s)**

It is not the purpose of the Corporation of the County of Bruce to award this contract to any Respondent(s) who does not furnish satisfactory evidence of possessing the ability and experience in this class of work. The Corporation of the County of Bruce reserves the right to be our own reference and may disqualify a Respondent on this basis.

### **3.9 Responsibility for Damages**

The successful Respondent(s) shall indemnify and hold harmless the Corporation, its officers and employees from and against any and all liabilities, claims, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property caused by any acts or omissions of the Respondent(s), its officers, agents, servants, employees, customers, invitees or licensees, or occurring in or on the premises or any part thereof and, as a result of activities under this Proposal.

### **3.10 Regulation Compliance and Legislation**

The successful Respondent(s) shall ensure all services and products provided in respect to this Proposal are in accordance with, and under authorization of all applicable authorities, Municipal, Provincial and/or Federal legislation and Standards.

### **3.11 Character and Employment of Workers**

The successful Respondent(s) shall employ only orderly, competent, and skillful employees to ensure that the services are carried out in a respectable manner.

In the event that any person employed by the Successful Respondent(s) in connection with the service arising out of this Proposal gives, in the opinion of the Corporation, just cause for complaint, the successful Respondent(s) upon notification by the Corporation in writing, shall not permit such person to continue in any future service arising out of this Proposal.

### **3.12 Freedom of Information**

All correspondence, documentation and information provided shall become the property of the Corporation of the County of Bruce. Any personal information required on the documentation presented is received under the authority of the Municipal Act, 2001, and is subject to the rules set out under the Municipal Freedom of Information and Protection of Privacy Act, RSO, 1990, Chapter M.56 ("Act"). This information will be an integral component of the quote submission.

All written Proposals received by the County become a public record.

Once a Proposal is accepted by the County of Bruce, and a contract is signed, all information contained in them is available to the public, including personal information.

Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, should be directed to:

**County Clerk  
County of Bruce  
30 Park Street, Walkerton ON N0G 2V0  
Telephone (519) 881-1291**

The Clerk has been designated by the Corporation of the County of Bruce Council to carry out the responsibilities of the Act.

### **3.13 Accessibility Requirements**

Anyone performing work for Bruce County must comply with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Integrated Accessibility Standards Regulation (O. Reg. 191/11).

Pursuant to section 7 and section 80.49 of Ontario Regulation 191/11, Integrated Accessibility Standards, made under the AODA, anyone who provide goods, services or facilities on behalf of the County shall ensure that all of their employees, agents, volunteers, or others for whom they are responsible, receive training on the requirements of the accessibility standards referred to in the Integrated Regulation and on the Human Rights Code as it pertains to persons with disabilities.

You shall submit to Bruce County, if requested, documentation describing your accessibility training policies, practices and procedures, and a summary of the contents of training, together with a record of the dates on which training is provided and the number of attendees.

#### **Standard Terms and Conditions**

Unless determined by the County, not to be practicable, you shall ensure that any information, products, deliverables and/or communication (as defined in the Integrated Regulation) produced pursuant to the contract shall be in conformity with World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and shall be provided in accessible Word, Excel, PowerPoint, PDF, etc.

#### **Accessible Documents/Communications**

Studies, Reports and/or Plans that result from this project must be created and provided to the County in an accessible format compatible to Adobe Acrobat XI or higher.

Documents created, adapted or otherwise presented on behalf of the County or to County employees will be made available in an accessible format as required in the AODA and Ontario Regulation 191/11, for the lifespan of the document.

#### **4.0 SPECIFIC CONDITIONS**

##### **4.1 Notification of Award**

The Corporation will notify only the respondent(s) presenting the awarded Proposal(s) in writing. The County will be selecting one qualified respondent for this project.

##### **4.2 Patent, Copyright, or other Proprietary Rights**

In accordance with Municipal Freedom of Information and Protection of Privacy Act, Respondents are reminded to clearly identify in their Proposal material, any specific scientific, technical, commercial, proprietary, intellectual or similar confidential information, the disclosure of which could cause them injury or damage.

Respondents are encouraged to place all such details and information within a separate section of their submission. Complete Proposal details are **not** to be identified as “Confidential”.

##### **4.3 Harmonized Sales Tax (HST)**

All prices within this document shall be quoted exclusive of HST.

##### **4.4 Unbalanced or Incorrect Proposals**

Where the amount of an item does not agree with the extension of the estimate quantity and the proposed unit price, the unit price shall govern and both the item amount and the total proposal price shall be corrected accordingly. If both the unit price and the total price for an item are left blank, then both shall be considered a zero. If the unit price is left blank, but a total price is shown for the item, then the unit price shall be determined by dividing the total price by the estimated quantity.

##### **4.5 Performance**

Any undue delays in the execution of the work and/or costs incurred by the Corporation due to inefficiencies in performance on behalf of the successful Respondent(s) shall be deemed to be the responsibility of that Respondent(s) and as such, any and all costs, as deemed appropriate

and reasonable compensation for the Corporation, will be assessed to the successful Respondent(s).

#### **4.6 Assignment of Contract**

The successful Respondent(s) shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or corporation, without the previous consent, in writing, of the Corporation's officials, which consent shall not be unreasonably withheld.

#### **4.7 Contact**

All enquiries relative to this RFP shall be directed in writing to:

**Main Contact:**

Jennifer Smith

Purchasing Manager

County of Bruce – Corporate Services Department

Phone: (519) 881-1291, ext. 284

[jasmith@brucecounty.on.ca](mailto:jasmith@brucecounty.on.ca)

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the RFP will be circulated in writing as a RFP Addendum to all Respondents who have received the RFP document from the Corporation.

#### **4.8 Proposal Evaluation and Qualification Criteria**

An Independent Consultant will evaluate each of the RFPs received in accordance with the evaluation criteria as set out in section 5.7. The Consultant reserves the right to enter into further discussions in order to obtain information that will allow the Consultant to reach a decision with a Respondent, and to waive irregularities and omissions if, in doing so, the best interest of the Corporation will be served.

The Consultant reserves the right to interview any, all or none of the Respondents that submit a Proposal to provide the Consultant with additional insight into the Respondent's ability to meet the requirements as requested in the RFP. The interviews would be conducted by the Consultant as soon as possible.

The Corporation reserves the right to negotiate the expense of services with the Awarded Respondent in order to reduce cost to meet budget requirements.

The Corporation reserves the right to negotiate with the Awarded Respondent to either expand or reduce the scope of the project to meet all requirements.

#### **4.9 Right to Amend Requirements**

Upon awarding the contract based on the information submitted in proposals received, the Corporation reserves the right to work with the successful respondent to modify any of the proposal components outlined in the RFP that are agreeable to all parties. In the event that the chosen respondent fails to act in good faith by refusing or failing to negotiate, or fails to fulfill the intent of the RFP or to execute the negotiated agreements, the respondent will be considered to have abandoned all rights and interest in the contract award and the award may be cancelled without penalty. The award may then be made to the next highest ranked proponent or all proposals may be rejected at the sole discretion of the County.

#### **4.10 Workplace Safety & Insurance Board**

Bruce County will be using the Workplace Safety & Insurance Board's E-Clearance System to obtain Clearance Certificate's indicating the Respondent(s)'s good standing with the board:

- Prior to Award
- Prior to the expiration of the Contract Period
- At any other time when deemed necessary by the Corporation

**For non-construction work only**, if the Contractor is unable to obtain a clearance as required, because it is an independent operator, with no insurable workers, it shall submit to the Corporation written confirmation from the Workers' Compensation Board of its status as an independent operator for the Contract. This must be given to the Corporation within 7 (seven) Business Days of receipt of the notification of the award. If the Contractor does not produce such confirmation, the Corporation may at its sole option, terminate the Contract.

#### **4.11 Extra Work**

No work shall be regarded as extra work, unless it is ordered in writing by the Corporation and with the agreed price for the same specified in said order, provided said price is not otherwise determined by the Proposal. A statement of the cost of extra work shall be made within thirty (30) calendar days after the completion of the said extra work.

#### **4.12 Cancellation**

The Corporation reserves the right to immediately terminate the Contract for sufficient cause, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.

If the successful Respondent(s) should neglect to execute the work properly, or fail to perform any provision of this Award, the Corporation, after three (3) business days written notice to the successful Respondent(s), may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the successful Respondent(s). Continued failure of the successful Respondent(s) to execute the work properly shall result in a termination of Contract. The Corporation shall provide written notice of termination.

The Corporation may elect to terminate the Contract if the original terms and conditions are significantly changed, giving thirty (30) calendar day's written notice to the successful Respondent(s).

Either party may terminate the Contract by giving the other party sixty (60) calendar day's written notice, giving reasons acceptable to the other. A period of less than sixty (60) calendar days to terminate the contract may be negotiable if mutually agreeable among the parties involved in the Contract.

Failure to maintain the required documentation during the term of this contract may result in suspension of the work activities and/or cancellation of the contract.

#### **4.13 Consultants**

Any consultant involved in developing the specifications intended to be used with the Proposal process cannot be involved in the creation of the response to those specifications.

#### **4.14 Conflict of Interest**

The Successful Respondent will be required to indicate whether the Respondent or the Respondent's Firm or any member of the project team is currently employed or retained by a private or public sector client whose interests could be deemed to conflict with those of the County with respect to this project. Prior to accepting the assignment, all Respondents or Firms are required to disclose any potential conflict of interest to Council. If a conflict does exist as referred to above, Council may, at its discretion withhold the assignment from the Respondent or firm until the matter is resolved to the satisfaction of Council.

#### **4.15 Contract Award**

Without limiting all other rights that may be exercised by the Corporation pursuant to this Document, vendors are advised that the Corporation reserves the right to fully evaluate Vendor Submissions, which evaluation may include, without limitation, a review of references, past performance history, completion history (including extended completion dates), litigation history (including construction liens filed by subcontractors for non-payment) and claims history of the vendors, and to reject a Vendor Submission if same is not satisfactory to the Corporation.

The County will award one qualified vendor.

#### **5.0 TERMS OF REFERENCE**

##### **5.1 Program Objectives**

Building on the LTTHS 2013-2023 and the IAH Extension Rental Housing objectives the County wants to create an environment in which private or non-profit groups are willing to build affordable housing that does not involve direct County operating subsidies for people with a range of housing needs that are not being met in the current market. The County is seeking proposals that achieve as many of the following program objectives as possible:

- i) Projects that can start construction before March 31, 2019;
- ii) Properties that are zoned for the intended use of the proposed project;
- iii) Only purpose – built housing (including new construction, conversion or vacant buildings) will be permitted under the RFP. Condominium and Life Lease registration are not eligible;
- iv) Encourage partnerships between the private sector and non-profit organizations;
- v) Projects that offer rents lower than 80% of the Average Market Rent;
- vi) To create a range of housing supports in either new or existing developments that provide support to allow families and individuals to live independently;
- vii) To create affordable and supportive housing that addresses economic, environmental, and community sustainability; and
- viii) To build energy efficient and well-designed housing that delivers adequate unit sizes and provides for overall visibility

##### **5.2 Eligibility**

The following proponent types will be considered: private sector, non-profit, co-operative, charitable corporation, and private/non-profit partnership.

Proposed housing developments can include new construction, acquisition and rehabilitation of projects that are at risk of being lost to the rental housing stock, and conversion of non-residential buildings to rental buildings.

Units must be modest in size and amenities relative to other housing in the community. Units are expected to be self-contained unless a rationale is provided. Proponents who wish to develop congregate living buildings (rooms with shared living spaces) for supportive housing may be eligible.

Proponents must own or have an accepted offer to purchase the property that they are submitting the RFP on. The required zoning must be in place and the proponent must be able to have all municipal approvals in place to be in a position to apply for a building permit and start construction by March 31, 2019.

Proponents must demonstrate experience and expertise in project development, residential construction and property management and must be in compliance with previous program requirements as appropriate.

The Province of Ontario has indicated that a key program objective of the IAH Extension program is to promote and support the use of apprentices and the training of skilled labour. Successful proponents would be required to incorporate this element into the contractor selection process. The County of Bruce is required to report on the initiatives/activities used to promote or support apprentices, the number of apprentices employed in each project, and the type of trade the apprentices are training in. Successful proponents must ensure that all contractors and sub-contractors hired actively implement initiatives/activities to promote or support apprentices and submit associated reporting as required.

RFP submissions should be designed to achieve a maximum number of program objectives identified in Section 5.1 and preferences in Section 5.3. Proponents that have acquired land or are otherwise in the advanced stages of project development will also be given priority consideration. The County of Bruce reserves the right to prioritize projects on the basis of the amount of public investment required and the degree to which a project achieves the program objectives and preferences.

A successful proponent will be required to enter into an agreement with the County of Bruce for a minimum of 20 years, or as otherwise prescribed, to ensure that affordability goals are met and properties are well maintained. The County of Bruce and/or the Province of Ontario reserve the right to include such additional terms and conditions governing the provision of assistance to a proponent as may be required.

Projects that are not eligible include:

- Secondary Suites in owner-occupied housing
- Nursing and retirement homes

- Social housing projects/units that receive ongoing federal and/or provincial subsidies (e.g. demolition and replacement of existing social housing units)
- Shelters and crisis care facilities
- Owner-occupied housing
- Student residence

### **5.3 Preferences**

As there are limited funds available to the County under the IAH Extension, preference will be given to proposals from experienced housing providers that can deliver units within the IAH Extension timeframes that address local housing needs and will provide optimal benefit for dollars spent. Preferences will be given to proponents that:

- Are proposing small to mid-sized developments (proposals over 30 units should include a mix of market rent units that would not receive SIF capital funding);
- Involve partnerships with other organizations that address broader community interests and social development (e.g. incorporates space for community programs, incorporate youth employment opportunities during construction etc.);
- Will provide supportive housing and have funding in place to provide support to the intended target client group;
- Achieve the Affordability Targets in Section 5.4 with a per unit funding allocation at considerably less than the maximum allocation eligible;
- Have a long-term plan to have units remain on the market as affordable housing beyond the term of the 20-year contribution agreement;
- Propose one-bedroom units for seniors;
- Have an occupancy plan in place to ensure that units will be occupied in a timely manner.

### **5.4 Affordability Targets**

For the purpose of this call for RFPs, affordable housing is defined as housing facilities in which the average rent for each unit, is 80% or less of the most recently released average market rent (AMR) levels published by Canada Mortgage and Housing Corporation (CMHC) for the County of Bruce.

The average household income in Bruce County is almost \$10,000 less than the provincial average and the incidence of low income is significant. With rental prices increasing in most areas and the supply of affordable rental stock decreasing, there are clear impacts on rental affordability and the waiting list for social housing. Social assistance (OW & ODSP) shelter allowance rates, which are less than affordable rents, as well as the increasing cost of utilities also contribute to housing affordability

challenges and the increasing number of individuals who are at risk of homelessness.

There are a number of inter-related trends that are currently influencing the housing market in Bruce County. At the same time, the concentration and limited diversity of the housing stock and the maintenance requirements of aging dwellings are factors influencing supply. Concerns also persist regarding the lack of affordable housing, the increasing cost of utilities, and limited support services throughout Bruce County. As such, a priority of the new SIF program is to create units affordable to the lowest income households in the County by targeting new units created to be at 80% of the CMHC AMR or lower.

For those households whose primary income source is ODSP, minimum or low wage or seniors on fixed income, rents at 60% of the CMHC AMR are generally considered within their means.

Bruce County’s most recently approved AMR are below<sup>1</sup>.

Average Market Rent				
Unit Type	Average Market Rent	80% of AMR	60% of AMR	Maximum Household Limit
1-bdrm	\$754	\$603	\$452	\$31,000
2-bdrm	\$945	\$756	\$567	\$38,000
3-bdrm	\$948	\$758	\$568	\$43,500

**5.5 Seniors and Supportive Housing**

In the LTHS 2013-2023, Bruce County recognized that the seniors population continues to grow faster than other groups. The population in Bruce County is aging and there is an influx of retirees moving into the area. Seniors have specific affordability, accessibility and support needs that are not adequately addressed in the current housing stock. Proponents must indicate how their development will specifically target the senior population.

Supportive housing is also a priority in Bruce County. Supportive housing provides long-term housing stability by offering staff and/or services to allow families and individuals to live independently.

Support services may be provided by the proponent or through an agreement with an outside agency.

<sup>1</sup> AMR are subject to change

The provision of supports along with a stable, affordable home increases quality of life for households requiring such supports and provides more stability than emergency or institutional settings.

**Funding through this call for RFPs is only available to cover capital costs.**

Proposals that include a supportive housing component must indicate the source and amount of ongoing support funding and provide written confirmation from the funding agency with the proposal. Supportive housing proponents must also provide details on the support services and staffing levels to be provided as well as provide as a separate operating budget for the support services indicating that the provision of support services is financially viable on its own.

**5.6 Planning and Design Requirements**

Preference will be given to RFPs that integrate good design elements, demonstrate enhanced energy efficiency and accessibility features, and meet the County’s planning objectives and design guidelines, in addition to basic site-specific development requirements. The proponent should consult with the County of Bruce Planning and Development Department prior to submitting their RFP. The successful proponent will be responsible for completing and obtaining all necessary development approvals in a timely manner and will be expected to work collaboratively with County staff to achieve design excellence and true community integration.

The following table describes the maximum unit size requirements for new construction projects and should be considered as a target for conversions and vacant buildings to be reviewed in evaluating the RFP submissions:

Unit Type	1-bdrm	2-bdrm	3bdrm
Apartment	650 ft <sup>2</sup>	850 ft <sup>2</sup>	1,200 ft <sup>2</sup>
	60.4 m <sup>2</sup>	79.0 m <sup>2</sup>	111.5 m <sup>2</sup>
Townhouse	700 ft <sup>2</sup>	900 ft <sup>2</sup>	1,500 ft <sup>2</sup>
	65.0 m <sup>2</sup>	83.6 m <sup>2</sup>	120.8 m <sup>2</sup>

**Funding Assistance**

Capital funding assistance provided through the IAH Extension program will be tailored to meet specific project conditions. Project funding will be structured as forgivable loan with a minimum 20-year term.

The IAH Extension program will fund up to 75% of the total capital cost per unit or \$150,000 per unit, whichever is less. Total capital costs include land, financing, hard construction and soft costs but less any HST rebates.

Funding under the IAH Extension program will be advanced in stages during construction based on achieving predetermined milestones.

Projects that include capital or operating funding from other government agencies or other sources are expected to have this funding confirmed prior to a proposal receiving final commitment.

## **5.6 Required Content**

Proposals must be no longer than 15 pages (excluding supporting documentation included in the appendices) and must include the following information:

- Project concept: building and unit size and type, design considerations and rationale in relation to the client target group, building standards that will exceed the norm as defined by the current Ontario Building Code, energy efficiency provisions, accessibility and plan to incorporate and report on apprentices;
- Partnerships (other agencies, other programming funding, include letters of participation from partners);
- Proponent equity (funding, property, etc.);
- Feasibility analysis and potential benefits and risk;
- Project readiness (implementation plan and schedule, development timeline for site plan approval, building permit approval, estimated start of construction and occupancy in terms of weeks or months to complete);
- Proposal details; rationale, how the proposed project will help create sustainable, affordable housing, target client group(s), property management details;
- Description of professional team and proposed role in this project; financial, legal, consulting, architectural services, etc. (include letter of participation from partners);
- Three references with contact information (proponents must be incorporated and a copy of the incorporation documents must be provided);
- References to any past projects, if available, particularly those that demonstrate the ability of the proponent to create new affordable housing;
- Site details and readiness; ownership status, site location and description, surrounding uses and proximity to services and amenities, potential environmental/contamination issues, official plan designation, current zoning, status of site plan approval and building permit, and any municipal approvals required;
- Proof of proponent equity contribution (funding, property, in-kind etc.);

- Proposed rents and amount for extra charges (e.g. parking) in relation to the Affordability Targets referenced in this call for RFPs;
- Mortgage financing details; expected amount, interest rate and amortization, and letter from lender indicating interest or commitment in financing the project (commitment can be conditional on obtaining program funding);
- Development schedule (include an implementation plan and schedule, estimating the key milestone dates, as applicable, for site acquisition, site plan approval, construction start and occupancy); and

## 5.6 Project Schedule

The following schedule is proposed for the selection of the successful Respondent for this assignment.

DATE	TASK
May 4, 2018	RFP Issued
May 28, 2018	RFP Closing Date
May 29, 2018	Begin review and evaluation of RFP Submissions
June 7 & 8, 2018	Interviews (if necessary)
June 13, 2018	Award of Successful Respondent by County Council

Note: Although every attempt will be made to meet all dates, the Corporation reserves the right to modify any or all dates at its sole discretion.

## 5.7 Respondent Selection Procedure

Proposals will be assessed based on information provided by the Respondent at the time of submissions. An Independent Review Panel will conduct the evaluation of Proposals.

Each Proposal shall demonstrate a thorough understanding of the Scope of Work and be organized to follow the Evaluation Criteria 5.8 numbers 1 through 8.

## 5.8 Evaluation Criteria

Proposals will be assessed against the following criteria. The Corporation will shortlist firms for further evaluation and interviews, if necessary, which will impact the final decision. Proposals will be scored based on meeting or exceeding the expectations of the established evaluation criteria.

	<b>Evaluation Criteria</b>	<b>Weight Factor</b>
1.	<b>Affordability Details</b> <ul style="list-style-type: none"> <li>• Size and mix of units</li> <li>• Length and depth of affordability</li> </ul>	10
2.	<b>Identification of Community Partnerships</b>	15
3.	<b>Development Qualifications</b>	10
4..	<b>Financial Viability</b>	15
5.	<b>Project Design</b>	15
6.	<b>Operating and Management Plan</b>	15
7.	<b>Energy Efficiency &amp; Design</b>	10
8.	<b>Development Schedule</b>	10
	Total	100

The Corporation reserves the right to reject any or all proposals. The Corporation also reserves the right to not proceed with the project without stating reason thereof.

**Tender Form**

<b>For The Provision Of:</b>	<b>For the Development of Affordable Housing</b>	
<b>As Supplied By:</b>	_____	
	<b>Firm Name</b>	
	_____	_____
	<b>Address</b>	<b>Postal Code</b>
<b>(Hereinafter Called The Bidder)</b>		

<b>To:</b>	The Corporation of the County of Bruce, Box 70, 30 Park Street Walkerton, Ontario N0G 2V0
<b>(Hereinafter Called The Corporation)</b>	

**The Respondent Declares**

1. No person(s), firm or corporation, other than the Respondent, has any personal interest in this Proposal or in the award for which this Proposal is made.
2. No member of Council, officer or employee of the Corporation is or will become interested directly or indirectly as a contracting party, partner, shareholder, and surety or in any portion of the profits thereof, or in any of the monies to be derived, there from.
3. This Proposal is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a Proposal for the same and is in all respects without collusion or fraud.
4. By signing this submission, I confirm I have read and understood the content and requirements of this Proposal document.

**Acknowledgement To Receipt Of Addenda**

**This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addenda.**

<b>Addendum #</b>	<b>Date Received</b>
# _____	_____
# _____	_____
# _____	_____

**Check here if No Addenda received**

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2018

\_\_\_\_\_  
Signature of Respondent

By my signature, I hereby confirm I am a principal, or have been duly authorized by the principal/board, to sign on behalf of the above named.

**Please return this form with submission**

## BIDDER INFORMATION FORM

**Bidders must complete this form and name one person to be the contact for the RFP response and for any clarifications or amendments that might be necessary,**

1.	Full Legal Name of Respondent:	
2.	Any Other Relevant Name Under Which the Respondent Carries on Business	
3.	Street Address:	
4.	City, Province/State:	
5.	Postal/Zip Code	
6.	Office Toll Free Number ( if any):	
7.	Office Phone Number:	
8.	Office Fax Number:	
9.	Company Website (if any):	
10.	WSIB Number (if applicable):	
11.	HST Account Number:	
12.	RFP Contact Person's Name and Title:	
13.	RFP Contact Person's Office Phone Number:	
14.	RFP Contact Person's Cell Phone Number:	
15.	RFP Contact Person's Fax Number:	
16.	RFP Contact Person's E-mail:	

**Please return this form with submission**

**RESPONDENT’S ABILITY AND EXPERIENCE FORM**

Respondents shall provide information below on contracts in this class of work that has been successfully undertaken by the Bidder or Bidder’s in the past three years.

<b>Contract #1</b>	
Reference Name	
Contact & telephone #	
Contract Date	
Contract Value	
Description of Work	
Additional Comments (optional)	
<hr/>	
<b>Contract #2</b>	
Reference Name	
Contact & telephone #	
Contract Date	
Contract Value	
Description of Work	
Additional Comments (optional)	
<hr/>	
<b>Contract #3</b>	
Reference Name	
Contact & telephone #	
Contract Date	
Contract Value	
Description of Work	
Additional Comments (optional)	

**Please return this form with submission**



## Accessibility Regulations for Contracted Services

In accordance with Ontario Regulation 191/11, Integrated Accessibility Standards, contracted employees, third party employees, agents and others who deal with members of the public on behalf of the Corporation of the County of Bruce must meet requirements of this Regulation with regards to training.

Training for the aforementioned regulation can be accessed online at the following website addresses:

**Integrated Accessibility Standard** - <http://www.accessforward.ca>

**Human Rights Code** - <http://www.ohrc.on.ca/en/learning/working-together-ontario-human-rights-code-and-accessibility-ontarians-disabilities-act>

Contracted services suppliers are to ensure that training records are maintained, including dates when training is provided, the number of personnel who received training and individual training records. The suppliers are to ensure that this information is available to the County of Bruce any time during the Term of the Contract.

**I acknowledge the aforementioned accessibility regulations:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_

**Please return this form with your submission**



## Committee Report

**To:** Warden Paul Eagleson  
Members of the Human Services Committee

**From:** Christine MacDonald  
Director of Human Services

**Date:** May 3, 2018

**Re:** Social Infrastructure Fund - New Rental, Request for Proposals

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### Recommendation:

The report Social Infrastructure Fund (SIF) - New Rental, Request for Proposals is for Information.

### Background:

The County of Bruce created a Long Term Housing Strategy LTHS for 2013-2023 with the goal to address the housing need of our residents. To support our vision of appropriate, affordable, diverse and supportive housing choices for all residents we adopted a target of creating 445 affordable housing units.

In the spring of 2016, the Ministry of Housing released their Long-Term Affordable Housing Strategy Update to support Ontario's transformation towards a better housing system with the vision: "Every person has an affordable, suitable and adequate home to provide the foundation to secure employment, raise a family and build strong communities." Ontario's investments under the Strategy Update support better housing outcomes for the chronically homeless, Indigenous peoples, youth, seniors and people transitioning from provincially-funded institutions and services systems.

This RFP supports both the county's LTHS and the province's Strategy Update by calling for the development of affordable housing and helping to ensure all residents have an affordable, adequate and suitable home.

As per the terms and conditions of this Request for Proposals (RFP), the County of Bruce will invite non-profit and private sector proponents to submit proposals for affordable rental developments that meet the objectives of the County's LTHS 2013-2023 and the 2016 SIF Guidelines. The development of affordable rental housing will help ensure sustainable housing to members of our community.



The County of Bruce has allocated \$281,675 of the SIF budget for New Rental Housing for 2018/2019.

The Request for Proposals will open on May 4, 2018. Interested proponents can view the RFP free of charge on the Bruce County website.

### **Financial Considerations:**

The Social Infrastructure Fund is a joint initiative between the provincial and federal governments. The program does allow administrative dollars to be used in the delivery of the program.

### **Staffing Considerations**

Considerable staff time will be required to disseminate and coordinate the RFP, but costs will be absorbed within the existing operating budget. Staff is in the process of hiring a consultant to evaluate all RFP submissions.

### **Legal Considerations**

Housing staff will work with the county solicitor to manage the administration of the project and required agreements.

### **IT Considerations**

There are no IT considerations associated with this initiative.

### **Interdepartmental Consultation:**

Housing Services staff has worked closely with Corporate Services in the RFP development. Housing Services staff will continue to work with Corporate Services in the program administration.

### **Link to Strategic Goals and Elements:**

Goal #3. Find creative new ways to engage our public

#5. Eliminate our own red tape

#6. Explore alternate options to improve efficiency and service

#7. Stimulate and reward innovation and economic development

Element #5. E - Focus on the internal and external customer/client needs first

#6. D - Coordinate working with other agencies

Written by: Tania Dickson, Housing Services Manager



Corporation of the County of Bruce  
Human Services

[brucecounty.on.ca](http://brucecounty.on.ca)

Approved by:

Kelley Coulter  
Chief Administrative Officer



**REQUEST FOR PROPOSAL  
FOR AFFORDABLE NEW RENTAL HOUSING  
RFP HUM #18-04**

**Issue Date:** Friday, May 4, 2018  
**Closing Date:** Monday, May 28, 2018  
**Closing Time:** 2:00:00 p.m., local time  
**Submissions:** <https://brucecounty.bonfirehub.ca/opportunities/14460>

**Only electronic submissions will be accepted  
Paper and late submissions will not be accepted.**

Please submit your bid all in accordance with this Document's Index.

**NOTE: It is the vendor's sole responsibility to ensure their submissions are received by the time and date specified within the document.**

The Lowest of Any Bid Will Not Necessarily Be Accepted.

**Company Name & Address:**

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**Please return this cover sheet with your submission.**

## 1.0

## OVERVIEW

### Introduction

The County of Bruce created a Long-Term Housing Strategy (LTHS) 2013-2023 with the goal to address the housing needs of our residents. To support our vision of appropriate, affordable, diverse and supportive housing choices for all Bruce County residents, we have adopted a new housing target of creating 445 affordable housing units between 2013 & 2023.

In the spring of 2016, the Ministry of Housing released their Long-Term Affordable Housing Strategy Update to support Ontario's transformation towards a better housing system with the vision: "Every person has an affordable, suitable and adequate home to provide the foundation to secure employment, raise a family and build strong communities."

Ontario's investments under the Strategy Update support better housing outcomes for the chronically homeless, Indigenous peoples, youth, seniors and people transitioning from provincially-funded institutions and services systems.

To help increase housing options for the targeted groups, on June 21, 2016 the Social Infrastructure Fund (SIF) was announced. The SIF is a joint initiative between the provincial and federal government. The 2016 SIF Program objectives support the outcomes of the provincial Long-Term Affordable Housing Strategy Update.

To be eligible for funding Bruce County as Service Manger developed a Program Delivery and Fiscal Plan (PDFP) to indicate specific components for funding. Service Managers were required to demonstrate how the plan will fund projects that target the following: seniors; person with disabilities, including adults with developmental disabilities; the four provincial prevention priorities – Indigenous persons, the chronically homeless, youth, and homelessness following transitions from provincially funded institutions and service systems; or projects which support transit corridor intensification and/or community hubs.

Bruce County's PDFP allocates \$281,675 to New Rental Housing for the 2018/2019 fiscal year.

As per the terms and conditions of this Request for Proposal for affordable rental housing, the County of Bruce now invites non-profit and private sector proponents to submit proposals for affordable rental developments that meet the objectives of the County's LTHS 2013-2023 and the 2016 SIF Guidelines.

**1.1**

**Definitions:**

**Corporation**

Refers to “The Corporation of the County of Bruce”

**Contract**

Refers to “A binding written Agreement (including purchase orders), which contain the terms and obligations governing the relationship between the Corporation of the County of Bruce and the Successful Respondent”.

**Owner**

Refers to “the Corporation of the County of Bruce”

**Respondent**

Refers to “any eligible entity providing a Proposal”

**Successful Respondent(s)**

Refers, in the event of an award, “to the selected Respondent(s)”

**RFP**

Refers to “Request for Proposal”

**2.0**

**PROPOSAL SUBMISSION INSTRUCTIONS FOR SUPPLIERS**

Please follow these instructions to submit via our Public Portal.

**2.1.**

**Prepare your submission materials:**

Name	Type	# Files	Requirement
Cover Sheet	File Type: PDF (.pdf)	1	Required
Acknowledgement Form	File Type: PDF (.pdf)	1	Required
Respondent's Ability and Experience Form	File Type: PDF (.pdf)	1	Required
Bidder Information	File Type: PDF (.pdf)	1	Required
Accessibility Form	File Type: PDF (.pdf)	1	Required
Operating & Capital Budget	File Type: PDF (.pdf)	1	Required
New Development Proposal	File Type: PDF (.pdf)	1	Required

## **Requested Documents:**

Please note the type and number of files allowed. The maximum upload file size is 100 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

## **2.2 Upload your submission at:**

<https://brucecounty.bonfirehub.ca/opportunities/14460>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **May 28, 2018 2:00 p.m. local time**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) hour** before Closing Time to begin the uploading process and to finalize your submission.

### **Important Notes:**

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

**Note to Bidders: Double check when uploading that the individual files and business proposal being uploaded are the correct files. Incorrect files submitted will mean the proposal is non-compliant.**

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 8/9/10+, Google Chrome, or Mozilla Firefox. Javascript must be enabled.

### **Need Help?**

Bruce County uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

Please see 2.8 "Proposal Documentation" for a listing of documents to include for this submission.

### **2.3 Proposal Opening**

Respondents are advised there will **not** be a public opening for this RFP. Submissions received, by the date and time of closing, will be opened by respective members of the Review Committee at closing time.

### **2.4 Inquiries / Clarification**

Respondents are expected to raise any questions, noted errors, discrepancies, ambiguities, exceptions, additions or deficiencies they have concerning this proposal **through email to** [jasmith@brucecounty.on.ca](mailto:jasmith@brucecounty.on.ca).

Inquiries must be received no later than three (3) business days prior to the closing date of the RFP; otherwise, a response may not be provided.

All contact with the Corporation must be through official channels. Any contact with anyone else without the prior authorization of the Purchasing division may result in the disqualification of your proposal.

### **2.5 Late/Paper Submissions**

Proposals received after the official closing time or in paper format will **not** be considered during the selection process and will be returned unopened to the respective Respondent(s).

### **2.6 Completion of the Proposal**

All entries shall be clear, legible and signed. All items shall be submitted according to any instruction in the Request for Proposal Documents.

Alterations may be made, providing they are legible and initialled by the Respondent's signing officer. Proposals which are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, alterations incorrectly submitted, or irregularities of any kind may be rejected.

### **2.7 Proposal Withdrawal**

Any Proposal may be withdrawn prior to the scheduled time for Proposal Closing, or authorized postponement thereof.

### **3.0 TERMS AND CONDITIONS**

#### **3.1 Respondent Expense**

Any expenses incurred by the Respondent in the preparation of the Proposal submission are entirely the responsibility of the Respondent and will **not** be charged to the Corporation.

#### **3.2 Examination of Request for Proposal Documents**

Each Respondent must satisfy himself/herself by a personal study of the RFP documents. There will be no consideration of any claim, after Submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by this RFP.

Prices must include all incidental costs and the Respondent must be satisfied as to the full requirements of the RFP. No claims for extra work will be entertained and any additional works must be authorized in writing prior to commencement. Should the Respondent require more information or clarification on any point, it must be obtained prior to the submission of the RFP.

#### **3.3 Acceptance or Rejection of Proposals**

The Corporation reserves the right to reject any or all Proposals and to waive formalities as the interests of the Corporation may require without stating reasons therefore.

Notwithstanding and without restricting the generality of the statement immediately above, the Corporation shall not be required to award or accept a Proposal, or recall the Proposals at a later date:

- a) When only one Proposal has been received as a result of the Proposal call.
- b) Where the lowest responsive and responsible Respondent substantially exceeds the estimated cost of the goods or service.
- c) When all Proposals received fail to comply with the Specifications or Proposal Terms and Conditions.
- d) Where a change in the scope of work or specifications is required.

The Corporation shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Respondent by reason of the acceptance or the non-acceptance by the Corporation of any Proposal or by reason of any delay in the acceptance of a Proposal, except as provided in the Proposal document.

Each Proposal shall be open for acceptance by the Corporation for a minimum period of sixty (60) calendar days following the date of closing.

Where the Proposal documents do **not** state a definite delivery/work schedule and/or a submitted Proposal is based on an unreasonable delivery/work schedule, the Proposal may be rejected.

#### **3.4 Inquiries, Discrepancies and Interpretations**

Should a Respondent find omissions from or discrepancies in any of the RFP documents, or should the Respondent be in doubt as to the meaning of any part of such documents, the Respondent shall notify the designated contact person and office without delay. If the designated contact person considers that a correction, explanation or interpretation is necessary or desirable, an addendum will be issued to all who have received RFP documents.

No oral explanation or interpretation will modify any of the requirements or provisions of the Proposal documents.

#### **3.5 Errors and/or Omissions**

The Corporation shall not be held liable for any errors and/or omissions in any part of this RFP. While the Corporation has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by the Corporation, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve the Respondents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

### **3.6 Addenda**

If required by the Corporation, addenda will be distributed to all Respondents registered as a document taker for this Proposal. Addenda will be distributed using the latest contact information as provided by the Respondent. It is the Respondent's responsibility to notify the Corporation of any changes to their email or mailing address. It is the Respondent's ultimate responsibility to ensure all addenda have been received.

Respondents shall be required to acknowledge receipt of addenda on the Respondent's Information / Addenda Acknowledgement Form contained in the Proposal document.

### **3.7 Proposal Award Procedures**

Unless stated otherwise, the following procedures will apply:

- The Corporation will notify the Successful Respondent(s) of the award within one hundred and twenty (120) calendar days of the Proposal Closing.
- Notice of Acceptance of Proposal will be by telephone and by written notice.

The Successful Respondent(s) will receive written authority, in the form of an Award Letter. The Respondent will be required to enter into a contract with the County of Bruce.

### **3.8 Ability and Experience of Respondent(s)**

It is not the purpose of the Corporation of the County of Bruce to award this contract to any Respondent(s) who does not furnish satisfactory evidence of possessing the ability and experience in this class of work. The Corporation of the County of Bruce reserves the right to be our own reference and may disqualify a Respondent on this basis.

### **3.9 Responsibility for Damages**

The successful Respondent(s) shall indemnify and hold harmless the Corporation, its officers and employees from and against any and all liabilities, claims, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property caused by any acts or omissions of the Respondent(s), its officers, agents, servants, employees, customers, invitees or licensees, or occurring in or on the premises or any part thereof and, as a result of activities under this Proposal.

### **3.10 Regulation Compliance and Legislation**

The successful Respondent(s) shall ensure all services and products provided in respect to this Proposal are in accordance with, and under authorization of all applicable authorities, Municipal, Provincial and/or Federal legislation and Standards.

### **3.11 Character and Employment of Workers**

The successful Respondent(s) shall employ only orderly, competent, and skillful employees to ensure that the services are carried out in a respectable manner.

In the event that any person employed by the Successful Respondent(s) in connection with the service arising out of this Proposal gives, in the opinion of the Corporation, just cause for complaint, the successful Respondent(s) upon notification by the Corporation in writing, shall not permit such person to continue in any future service arising out of this Proposal.

### **3.12 Freedom of Information**

All correspondence, documentation and information provided shall become the property of the Corporation of the County of Bruce. Any personal information required on the documentation presented is received under the authority of the Municipal Act, 2001, and is subject to the rules set out under the Municipal Freedom of Information and Protection of Privacy Act, RSO, 1990, Chapter M.56 ("Act"). This information will be an integral component of the quote submission.

All written Proposals received by the County become a public record.

Once a Proposal is accepted by the County of Bruce, and a contract is signed, all information contained in them is available to the public, including personal information.

Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, should be directed to:

**County Clerk  
County of Bruce  
30 Park Street, Walkerton ON N0G 2V0  
Telephone (519) 881-1291**

The Clerk has been designated by the Corporation of the County of Bruce Council to carry out the responsibilities of the Act.

### **3.13 Accessibility Requirements**

Anyone performing work for Bruce County must comply with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Integrated Accessibility Standards Regulation (O. Reg. 191/11).

Pursuant to section 7 and section 80.49 of Ontario Regulation 191/11, Integrated Accessibility Standards, made under the AODA, anyone who provide goods, services or facilities on behalf of the County shall ensure that all of their employees, agents, volunteers, or others for whom they are responsible, receive training on the requirements of the accessibility standards referred to in the Integrated Regulation and on the Human Rights Code as it pertains to persons with disabilities.

You shall submit to Bruce County, if requested, documentation describing your accessibility training policies, practices and procedures, and a summary of the contents of training, together with a record of the dates on which training is provided and the number of attendees.

#### **Standard Terms and Conditions**

Unless determined by the County, not to be practicable, you shall ensure that any information, products, deliverables and/or communication (as defined in the Integrated Regulation) produced pursuant to the contract shall be in conformity with World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and shall be provided in accessible Word, Excel, PowerPoint, PDF, etc.

## **Accessible Documents/Communications**

Studies, Reports and/or Plans that result from this project must be created and provided to the County in an accessible format compatible to Adobe Acrobat XI or higher.

Documents created, adapted or otherwise presented on behalf of the County or to County employees will be made available in an accessible format as required in the AODA and Ontario Regulation 191/11, for the lifespan of the document.

### **4.0 SPECIFIC CONDITIONS**

#### **4.1 Notification of Award**

The Corporation will notify only the respondent(s) presenting the awarded Proposal(s) in writing. The County will be selecting one qualified respondent for this project.

#### **4.2 Patent, Copyright, or other Proprietary Rights**

In accordance with Municipal Freedom of Information and Protection of Privacy Act, Respondents are reminded to clearly identify in their Proposal material, any specific scientific, technical, commercial, proprietary, intellectual or similar confidential information, the disclosure of which could cause them injury or damage.

Respondents are encouraged to place all such details and information within a separate section of their submission. Complete Proposal details are **not** to be identified as “Confidential”.

#### **4.3 Harmonized Sales Tax (HST)**

All prices within this document shall be quoted exclusive of HST.

#### **4.4 Unbalanced or Incorrect Proposals**

Where the amount of an item does not agree with the extension of the estimate quantity and the proposed unit price, the unit price shall govern and both the item amount and the total proposal price shall be corrected accordingly. If both the unit price and the total price for an item are left blank, then both shall be considered a zero. If the unit price is left blank, but a total price is shown for the item, then the unit price shall be determined by dividing the total price by the estimated quantity.

#### **4.5 Performance**

Any undue delays in the execution of the work and/or costs incurred by the Corporation due to inefficiencies in performance on behalf of the successful Respondent(s) shall be deemed to be the responsibility of that

Respondent(s) and as such, any and all costs, as deemed appropriate and reasonable compensation for the Corporation, will be assessed to the successful Respondent(s).

#### **4.6 Assignment of Contract**

The successful Respondent(s) shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or corporation, without the previous consent, in writing, of the Corporation's officials, which consent shall not be unreasonably withheld.

#### **4.7 Contact**

All enquiries relative to this RFP shall be directed in writing to:

**Main Contact:**

Jennifer Smith

Purchasing Manager

County of Bruce – Corporate Services Department

Phone: (519) 881-1291, ext. 284

[jasmith@brucecounty.on.ca](mailto:jasmith@brucecounty.on.ca)

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the RFP will be circulated in writing as a RFP Addendum to all Respondents who have received the RFP document from the Corporation.

#### **4.8 Proposal Evaluation and Qualification Criteria**

An Independent Consultant will evaluate each of the RFPs received in accordance with the evaluation criteria as set out in section 5.7. The Consultant reserves the right to enter into further discussions in order to obtain information that will allow the Consultant to reach a decision with a Respondent, and to waive irregularities and omissions if, in doing so, the best interest of the Corporation will be served.

The Consultant reserves the right to interview any, all or none of the Respondents that submit a Proposal to provide the evaluation team with additional insight into the Respondent's ability to meet the requirements as requested in the RFP. The interviews would be conducted by the Consultant as soon as possible.

The Corporation reserves the right to negotiate the expense of services with the Awarded Respondent in order to reduce cost to meet budget requirements.

The Corporation reserves the right to negotiate with the Awarded Respondent to either expand or reduce the scope of the project to meet all requirements.

#### **4.9 Right to Amend Requirements**

Upon awarding the contract based on the information submitted in proposals received, the Corporation reserves the right to work with the successful respondent to modify any of the proposal components outlined in the RFP that are agreeable to all parties. In the event that the chosen respondent fails to act in good faith by refusing or failing to negotiate, or fails to fulfill the intent of the RFP or to execute the negotiated agreements, the respondent will be considered to have abandoned all rights and interest in the contract award and the award may be cancelled without penalty. The award may then be made to the next highest ranked proponent or all proposals may be rejected at the sole discretion of the County.

#### **4.10 Workplace Safety & Insurance Board**

Bruce County will be using the Workplace Safety & Insurance Board's E-Clearance System to obtain Clearance Certificate's indicating the Respondent(s)'s good standing with the board:

- Prior to Award
- Prior to the expiration of the Contract Period
- At any other time when deemed necessary by the Corporation

**For non-construction work only**, if the Contractor is unable to obtain a clearance as required, because it is an independent operator, with no insurable workers, it shall submit to the Corporation written confirmation from the Workers' Compensation Board of its status as an independent operator for the Contract. This must be given to the Corporation within 7 (seven) Business Days of receipt of the notification of the award. If the Contractor does not produce such confirmation, the Corporation may at its sole option, terminate the Contract.

#### **4.11 Extra Work**

No work shall be regarded as extra work, unless it is ordered in writing by the Corporation and with the agreed price for the same specified in said order, provided said price is not otherwise determined by the Proposal. A statement of the cost of extra work shall be made within thirty (30) calendar days after the completion of the said extra work.

#### **4.12 Cancellation**

The Corporation reserves the right to immediately terminate the Contract for sufficient cause, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.

If the successful Respondent(s) should neglect to execute the work properly, or fail to perform any provision of this Award, the Corporation, after three (3) business days written notice to the successful Respondent(s), may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the successful Respondent(s). Continued failure of the successful Respondent(s) to execute the work properly shall result in a termination of Contract. The Corporation shall provide written notice of termination.

The Corporation may elect to terminate the Contract if the original terms and conditions are significantly changed, giving thirty (30) calendar day's written notice to the successful Respondent(s).

Either party may terminate the Contract by giving the other party sixty (60) calendar day's written notice, giving reasons acceptable to the other. A period of less than sixty (60) calendar days to terminate the contract may be negotiable if mutually agreeable among the parties involved in the Contract.

Failure to maintain the required documentation during the term of this contract may result in suspension of the work activities and/or cancellation of the contract.

#### **4.13 Consultants**

Any consultant involved in developing the specifications intended to be used with the Proposal process cannot be involved in the creation of the response to those specifications.

#### **4.14 Conflict of Interest**

The Successful Respondent will be required to indicate whether the Respondent or the Respondent's Firm or any member of the project team is currently employed or retained by a private or public sector client whose interests could be deemed to conflict with those of the County with respect to this project. Prior to accepting the assignment, all Respondents or Firms are required to disclose any potential conflict of interest to Council. If a conflict does exist as referred to above, Council may, at its discretion withhold the assignment from the Respondent or firm until the matter is resolved to the satisfaction of Council.

#### **4.15 Contract Award**

Without limiting all other rights that may be exercised by the Corporation pursuant to this Document, vendors are advised that the Corporation reserves the right to fully evaluate Vendor Submissions, which evaluation may include, without limitation, a review of references, past performance history, completion history (including extended completion dates), litigation history (including construction liens filed by subcontractors for non-payment) and claims history of the vendors, and to reject a Vendor Submission if same is not satisfactory to the Corporation.

#### **5.0 TERMS OF REFERENCE**

##### **5.1 Program Objectives**

Building on the LTHS 2013-2023 and the 2016 SIF Rental Housing objectives the County wants to create an environment in which private or non-profit groups are willing to build affordable housing that does not involve direct County operating subsidies for people with a range of housing needs that are not being met in the current market. The County is seeking proposals that achieve as many of the following program objectives as possible:

- i) Projects that can start construction before March 31, 2019;
- ii) Properties that are zoned for the intended use of the proposed project;
- iii) Only purpose – built housing (including new construction, conversion or vacant buildings) will be permitted under the RFP. Condominium and Life Lease registration are not eligible;
- iv) Encourage partnerships between the private sector and non-profit organizations;
- v) Projects that offer rents lower than 80% of the Average Market Rent;
- vi) To create a range of housing supports in either new or existing developments that provide support to allow families and individuals to live independently;
- vii) To create affordable and supportive housing that addresses economic, environmental, and community sustainability; and
- viii) To build energy efficient and well-designed housing that delivers adequate unit sizes and provides for overall visitability.

##### **5.2 Eligibility**

The following proponent types will be considered: private sector, non-profit, co-operative, charitable corporation, and private/non-profit partnership.

Proposed housing developments can include new construction, acquisition and rehabilitation of projects that are at risk of being lost to the rental housing stock, and conversion of non-residential buildings to rental buildings.

Units must be modest in size and amenities relative to other housing in the community. Units are expected to be self-contained unless a rationale is provided. Proponents who wish to develop congregate living buildings (rooms with shared living spaces) for supportive housing may be eligible.

Proponents must own or have an accepted offer to purchase the property that they are submitting the RFP on. The required zoning must be in place and the proponent must be able to have all municipal approvals in place to be in a position to apply for a building permit and start construction by March 31, 2019.

Proponents must demonstrate experience and expertise in project development, residential construction and property management and must be in compliance with previous program requirements as appropriate.

The Province of Ontario has indicated that a key program objective of the 2016 SIF program is to promote and support the use of apprentices and the training of skilled labour. Successful proponents would be required to incorporate this element into the contractor selection process. The County of Bruce is required to report on the initiatives/activities used to promote or support apprentices, the number of apprentices employed in each project, and the type of trade the apprentices are training in. Successful proponents must ensure that all contractors and sub-contractors hired actively implement initiatives/activities to promote or support apprentices and submit associated reporting as required.

RFP submissions should be designed to achieve a maximum number of program objectives identified in Section 5.1 and preferences in Section 5.3. Proponents that have acquired land or are otherwise in the advanced stages of project development will also be given priority consideration. The County of Bruce reserves the right to prioritize projects on the basis of the amount of public investment required and the degree to which a project achieves the program objectives and preferences.

A successful proponent will be required to enter into an agreement with the County of Bruce for a minimum of 20 years, or as otherwise prescribed, to ensure that affordability goals are met and properties are well maintained. The County of Bruce and/or the Province of Ontario reserve the right to include such additional terms and conditions governing the provision of assistance to a proponent as may be required.

Projects that are not eligible include:

- Secondary Suites in owner-occupied housing
- Nursing and retirement homes

- Social housing projects/units that receive ongoing federal and/or provincial subsidies (e.g. demolition and replacement of existing social housing units)
- Shelters and crisis care facilities
- Owner-occupied housing
- Student residence

### **5.3 Preferences**

As there are limited funds available to the County under the 2016 SIF, preference will be given to proposals from experienced housing providers that can deliver units within the SIF timeframes that address local housing needs and will provide optimal benefit for dollars spent. Preferences will be given to proponents that:

- Are proposing small to mid-sized developments (proposals over 30 units should include a mix of market rent units that would not receive SIF capital funding);
- Involve partnerships with other organizations that address broader community interests and social development (e.g. incorporates space for community programs, incorporate youth employment opportunities during construction etc.);
- Will provide supportive housing and have funding in place to provide support to the intended target client group;
- Achieve the Affordability Targets in Section 5.4 with a per unit funding allocation at considerably less than the maximum allocation eligible;
- Have a long-term plan to have units remain on the market as affordable housing beyond the term of the 20-year contribution agreement;
- Propose one-bedroom units for seniors;
- Have an occupancy plan in place to ensure that units will be occupied in a timely manner.

### **5.4 Affordability Targets**

For the purpose of this call for RFPs, affordable housing is defined as housing facilities in which the average rent for each unit, is 80% or less of the most recently released average market rent (AMR) levels published by Canada Mortgage and Housing Corporation (CMHC) for the County of Bruce.

The average household income in Bruce County is almost \$10,000 less than the provincial average and the incidence of low income is significant. With rental prices increasing in most areas and the supply of affordable rental stock decreasing, there are clear impacts on rental affordability and the waiting list for social housing. Social assistance (OW & ODSP) shelter allowance rates, which are less than affordable rents, as well as the

increasing cost of utilities also contribute to housing affordability challenges and the increasing number of individuals who are at risk of homelessness.

There are a number of inter-related trends that are currently influencing the housing market in Bruce County. At the same time, the concentration and limited diversity of the housing stock and the maintenance requirements of aging dwellings are factors influencing supply. Concerns also persist regarding the lack of affordable housing, the increasing cost of utilities, and limited support services throughout Bruce County. As such, a priority of the new SIF program is to create units affordable to the lowest income households in the County by targeting new units created to be at 80% of the CMHC AMR or lower.

For those households whose primary income source is ODSP, minimum or low wage or seniors on fixed income, rents at 60% of the CMHC AMR are generally considered within their means.

Bruce County’s most recently approved AMR are below<sup>1</sup>.

Average Market Rent				
Unit Type	Average Market Rent	80% of AMR	60% of AMR	Maximum Household Limit
1-bdrm	\$754	\$603	\$452	\$31,000
2-bdrm	\$945	\$756	\$567	\$38,000
3-bdrm	\$948	\$758	\$568	\$43,500

**5.5 Seniors and Supportive Housing**

In the LTHS 2013-2023, Bruce County recognized that the seniors population continues to grow faster than other groups. The population in Bruce County is aging and there is an influx of retirees moving into the area. Seniors have specific affordability, accessibility and support needs that are not adequately addressed in the current housing stock. Proponents must indicate how their development will specifically target the senior population.

Supportive housing is also a priority in Bruce County. Supportive housing provides long-term housing stability by offering staff and/or services to allow families and individuals to live independently.

Support services may be provided by the proponent or through an agreement with an outside agency.

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<sup>1</sup> AMR are subject to change

The provision of supports along with a stable, affordable home increases quality of life for households requiring such supports and provides more stability than emergency or institutional settings.

**Funding through this call for RFPs is only available to cover capital costs**

Proposals that include a supportive housing component must indicate the source and amount of ongoing support funding and provide written confirmation from the funding agency with the proposal. Supportive housing proponents must also provide details on the support services and staffing levels to be provided as well as provide as a separate operating budget for the support services indicating that the provision of support services is financially viable on its own.

**5.6 Planning and Design Requirements**

Preference will be given to RFPs that integrate good design elements, demonstrate enhanced energy efficiency and accessibility features, and meet the County’s planning objectives and design guidelines, in addition to basic site-specific development requirements. The proponent should consult with the County of Bruce Planning and Development Department prior to submitting their RFP. The successful proponent will be responsible for completing and obtaining all necessary development approvals in a timely manner and will be expected to work collaboratively with County staff to achieve design excellence and true community integration.

The following table describes the maximum unit size requirements for new construction projects and should be considered as a target for conversions and vacant buildings to be reviewed in evaluating the RFP submissions:

Unit Type	1-bdrm	2-bdrm	3bdrm
Apartment	650 ft <sup>2</sup>	850 ft <sup>2</sup>	1,200 ft <sup>2</sup>
	60.4 m <sup>2</sup>	79.0 m <sup>2</sup>	111.5 m <sup>2</sup>
Townhouse	700 ft <sup>2</sup>	900 ft <sup>2</sup>	1,500 ft <sup>2</sup>
	65.0 m <sup>2</sup>	83.6 m <sup>2</sup>	120.8 m <sup>2</sup>

## **Funding Assistance**

Capital funding assistance provided through the SIF program will be tailored to meet specific project conditions. Project funding will be structured as forgivable loan with a minimum 20-year term.

The SIF program will fund up to 75% of the total capital cost per unit or \$150,000 per unit, whichever is less. Total capital costs include land, financing, hard construction and soft costs but less any HST rebates.

Funding under the SIF program will be advanced in stages during construction based on achieving predetermined milestones.

Projects that include capital or operating funding from other government agencies or other sources are expected to have this funding confirmed prior to a proposal receiving final commitment.

## **5.6 Required Content**

Proposals must be no longer than 15 pages (excluding supporting documentation included in the appendices) and must include the following information:

- Project concept: building and unit size and type, design considerations and rationale in relation to the client target group, building standards that will exceed the norm as defined by the current Ontario Building Code, energy efficiency provisions, accessibility and plan to incorporate and report on apprentices;
- Partnerships (other agencies, other programming funding, include letters of participation from partners);
- Proponent equity (funding, property, etc.);
- Feasibility analysis and potential benefits and risk;
- Project readiness (implementation plan and schedule, development timeline for site plan approval, building permit approval, estimated start of construction and occupancy in terms of weeks or months to complete);
- Proposal details; rationale, how the proposed project will help create sustainable, affordable housing, target client group(s), property management details;
- Description of professional team and proposed role in this project; financial, legal, consulting, architectural services, etc. (include letter of participation from partners);
- Three references with contact information (proponents must be incorporated and a copy of the incorporation documents must be provided);
- References to any past projects, if available, particularly those that demonstrate the ability of the proponent to create new affordable housing;
- Site details and readiness; ownership status, site location and description, surrounding uses and proximity to services and amenities,

potential environmental/contamination issues, official plan designation, current zoning, status of site plan approval and building permit, and any municipal approvals required;

- Proof of proponent equity contribution (funding, property, in-kind etc.);
- Proposed rents and amount for extra charges (e.g. parking) in relation to the Affordability Targets referenced in this call for RFPs;
- Mortgage financing details; expected amount, interest rate and amortization, and letter from lender indicating interest or commitment in financing the project (commitment can be conditional on obtaining program funding);
- Development schedule (include an implementation plan and schedule, estimating the key milestone dates, as applicable, for site acquisition, site plan approval, construction start and occupancy); and

**5.6 Project Schedule**

The following schedule is proposed for the selection of the successful Respondent for this assignment.

<b>DATE</b>	<b>TASK</b>
May 4, 2018	RFP Issued
May 28, 2018	RFP Closing Date
May 29, 2018	Begin review and evaluation of RFP Submissions
June 7 & 8, 2018	Interviews (if necessary)
June 13, 2018	Award of Successful Respondent by County Council

Note: Although every attempt will be made to meet all dates, the Corporation reserves the right to modify any or all dates at its sole discretion.

**5.7 Respondent Selection Procedure**

Proposals will be assessed based on information provided by the Respondent at the time of submissions. An Independent Review Panel will conduct the evaluation of Proposals.

Each Proposal shall demonstrate a thorough understanding of the Scope of Work and be organized to follow the Evaluation Criteria 5.8 numbers 1 through 8.

**5.8 Evaluation Criteria**

Proposals will be assessed against the following criteria. The Corporation will shortlist firms for further evaluation and interviews, if necessary, which will impact the final decision. Proposals will be scored based on meeting or exceeding the expectations of the established evaluation criteria.

	<b>Evaluation Criteria</b>	<b>Weight Factor</b>
1.	<b>Affordability Details</b> <ul style="list-style-type: none"> <li>• Size and mix of units</li> <li>• Length and depth of affordability</li> </ul>	10
2.	<b>Identification of Community Partnerships</b>	15
3.	<b>Development Qualifications</b>	10
4..	<b>Corporate Financial Viability</b>	15
5.	<b>Project Design</b>	15
6.	<b>Operating and Management Plan</b>	15
7.	<b>Energy Efficiency &amp; Design</b>	10
8.	<b>Development Schedule</b>	10
	Total	100

The Corporation reserves the right to reject any or all proposals. The Corporation also reserves the right to not proceed with the project without stating reason thereof.

**Tender Form**

<b>For The Provision Of:</b>	For Affordable New Rental Housing
<b>As Supplied By:</b>	_____
	<b>Firm Name</b>
	_____
	<b>Address</b>
	<b>Postal Code</b>
<b>(Hereinafter Called The Bidder)</b>	

<b>To:</b>	The Corporation of the County of Bruce, Box 70, 30 Park Street Walkerton, Ontario N0G 2V0
<b>(Hereinafter Called The Corporation)</b>	

**The Respondent Declares**

1. No person(s), firm or corporation, other than the Respondent, has any personal interest in this Proposal or in the award for which this Proposal is made.
2. No member of Council, officer or employee of the Corporation is or will become interested directly or indirectly as a contracting party, partner, shareholder, and surety or in any portion of the profits thereof, or in any of the monies to be derived, there from.
3. This Proposal is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a Proposal for the same and is in all respects without collusion or fraud.
4. By signing this submission, I confirm I have read and understood the content and requirements of this Proposal document.

**Acknowledgement To Receipt Of Addenda**

**This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addenda.**

<b>Addendum #</b>	<b>Date Received</b>
# _____	_____
# _____	_____
# _____	_____

**Check here if No Addenda received**

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2018

\_\_\_\_\_  
Signature of Respondent

By my signature, I hereby confirm I am a principal, or have been duly authorized by the principal/board, to sign on behalf of the above named.

**Please return this form with submission**

## BIDDER INFORMATION FORM

**Bidders must complete this form and name one person to be the contact for the RFP response and for any clarifications or amendments that might be necessary,**

1.	Full Legal Name of Respondent:	
2.	Any Other Relevant Name Under Which the Respondent Carries on Business	
3.	Street Address:	
4.	City, Province/State:	
5.	Postal/Zip Code	
6.	Office Toll Free Number ( if any):	
7.	Office Phone Number:	
8.	Office Fax Number:	
9.	Company Website (if any):	
10.	WSIB Number (if applicable):	
11.	HST Account Number:	
12.	RFP Contact Person's Name and Title:	
13.	RFP Contact Person's Office Phone Number:	
14.	RFP Contact Person's Cell Phone Number:	
15.	RFP Contact Person's Fax Number:	
16.	RFP Contact Person's E-mail:	

**Please return this form with submission**  
**RESPONDENT'S ABILITY AND EXPERIENCE FORM**

Respondents shall provide information below on contracts in this class of work that has been successfully undertaken by the Bidder or Bidder's in the past five years.

<b>Contract #1</b>	
Reference Name	
Contact & telephone #	
Contract Date	
Contract Value	
Description of Work	
Additional Comments (optional)	
<b>Contract #2</b>	
Reference Name	
Contact & telephone #	
Contract Date	
Contract Value	
Description of Work	
Additional Comments (optional)	
<b>Contract #3</b>	
Reference Name	
Contact & telephone #	
Contract Date	
Contract Value	
Description of Work	
Additional Comments (optional)	

**Please return this form with submission**



## Accessibility Regulations for Contracted Services

In accordance with Ontario Regulation 191/11, Integrated Accessibility Standards, contracted employees, third party employees, agents and others who deal with members of the public on behalf of the Corporation of the County of Bruce must meet requirements of this Regulation with regards to training.

Training for the aforementioned regulation can be accessed online at the following website addresses:

**Integrated Accessibility Standard** - <http://www.accessforward.ca>

**Human Rights Code** - <http://www.ohrc.on.ca/en/learning/working-together-ontario-human-rights-code-and-accessibility-ontarians-disabilities-act>

Contracted services suppliers are to ensure that training records are maintained, including dates when training is provided, the number of personnel who received training and individual training records. The suppliers are to ensure that this information is available to the County of Bruce any time during the Term of the Contract.

### I acknowledge the aforementioned accessibility regulations:

Name \_\_\_\_\_ Date \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_

**Please return this form with your submission**



## Committee Report

To: Warden Paul Eagleson  
Members of the Human Services Committee

From: Christine MacDonald  
Director of Human Services

Date: May 3, 2018

Re: Licensed Child Care and Fee Subsidy Update - Q1 2018

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### Recommendation:

The Licensed Child Care and Fee Subsidy Update - Q1 2018 report is for information.

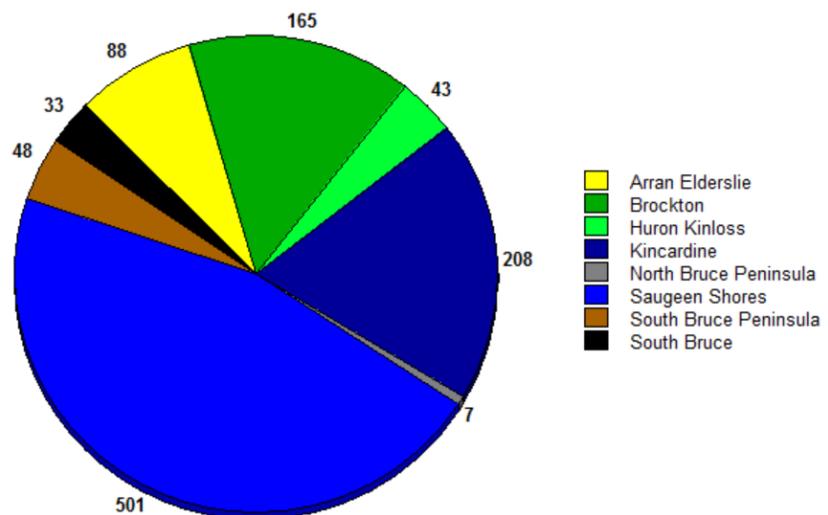
### Background:

As the Children's Services Division works through 2018, focus will continue on collaboration with community partners to increase access to affordable and quality child care.

Reporting for Q1 2018, the number of active childcare applications registered in OneList, Bruce County's Child Care Registration Portal totals 1093. These figures represent active applications in the system as of March 31, 2018. Growth along the lakeshore continues to drive the need for quality licensed child care, as young families move into the County's more densely populated areas. The

information provided presents the child care registration waitlist by municipality.

**Number of Active OneList Applications by Municipality**





Through the provincial Ontario Child Care Management System (OCCMS), Ontario's child care subsidy program helps eligible families pay for child care. As the Service System Manager for Bruce County, Child Care and Fee Subsidy Caseworkers support families through the subsidy application and placement process.

From January 1, 2018 to March 31, 2018 OCCMS records show that the average monthly number of children receiving subsidy in Bruce County is 327. Fee subsidy averages are broken down by age group in the chart displayed on the right. This number is up 7% in the first quarter of 2018 over yearend figures presented for 2017.

Monthly Average of Children Served by Age Group

January 1, 2018 – March 31, 2018

Age Group	Average monthly # of children Served (Fee Subsidy)
Infants	16
Toddler	53
Preschool	123
JK	32
SK	22
School Age	81
<b>Total</b>	<b>327</b>

Locally, staff have worked diligently in collaboration with local school boards, the Ministry of Education and licensed child care partners to increase access to affordable care. Joint project teams have combined efforts to respond to system pressures in Saugeen Shores, Port Elgin and Brockton. It is expected that through this collaborative effort the total number of spaces available in Bruce County will increase by 212 spaces in 2018. These spaces are a result of approved capital projects funded through the Ministry of Education and targeted outreach efforts with for-profit child care providers.

The chart below itemizes the number of anticipated new child care spaces confirmed through the licensing process in Q1.

Child Care Provider	No. of Spaces	Municipality	Service Agreement/Capital Build
Amabel-Sauble Public School	17	South Bruce Peninsula	Capital Build
Saint Teresa of Calcutta	39	Brockton	Capital Build
St. Anthony's Catholic Elementary School	78	Kincardine	Capital Build
Montessori Pre-School	37	Saugeen Shores	Service Agreement (March 2018)
Monkey Barrel Indoor Play	26	Saugeen Shores	Service Agreement (June 2018)
Horizon Child Care Centre	15	Saugeen Shores	Service Agreement (July 2018)
	212		



# BRUCE county

As the Consolidated System Service Manager (CMSM), building excellence in child care and early learning, while advancing equal access for all children in our community is a priority for the Children's Services Division. Staff continue to prioritize "people" and deliver well designed, well integrated high quality child care programs for all residents through the local Child Care and Early Years System.

## **Financial/Staffing/Legal/IT Considerations:**

There are no financial, staffing, legal or IT considerations associated with this report. Staff monitor subsidy and eligibility closely to ensure compliance. Fee subsidy expenditures are forecasted monthly to ensure participant fee allocations do not exceed the annual budget.

## **Interdepartmental Consultation:**

There has been no interdepartmental consultation with regard to this report.

## **Link to Strategic Goals and Elements:**

Although there is no specific link to the Strategic Goals and Elements the coordinated management of the Bruce County Child Care and Fee Subsidy Program is in keeping with our strategic values of efficient, coordinated governance and client centric focus.

Written by: Andrea Riley, Children's Services Manager

## **Approved by:**

Kelley Coulter  
Chief Administrative Officer



## Committee Report

**To:** Warden Paul Eagleson  
Members of the Human Services Committee

**From:** Christine MacDonald  
Director of Human Services

**Date:** May 3, 2018

**Re:** Q1 - Bruce County Community Housing Registry Waitlist Update

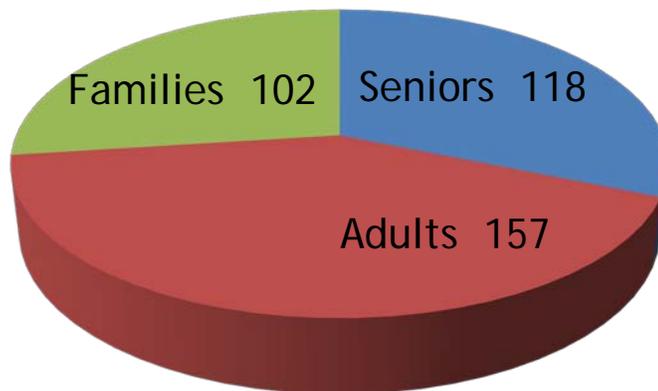
### Recommendation:

The report Q1 - Bruce County Community Housing Registry Waitlist Update is for information.

### Background:

The Bruce County Community Housing Registry waitlist for the period January 1, 2018 to March 31, 2018 is included. There are currently 377 applicants on the waitlist; 350 rent-geared-to-income (RGI), and 27 market rent applications. There are 102 families, 157 adults, and 118 senior applications on the waitlist.

### Bruce County Community Housing Registry Waitlist Application Breakdown (March 2018)



Total Waitlist  
377

350 RGI  
27 Market

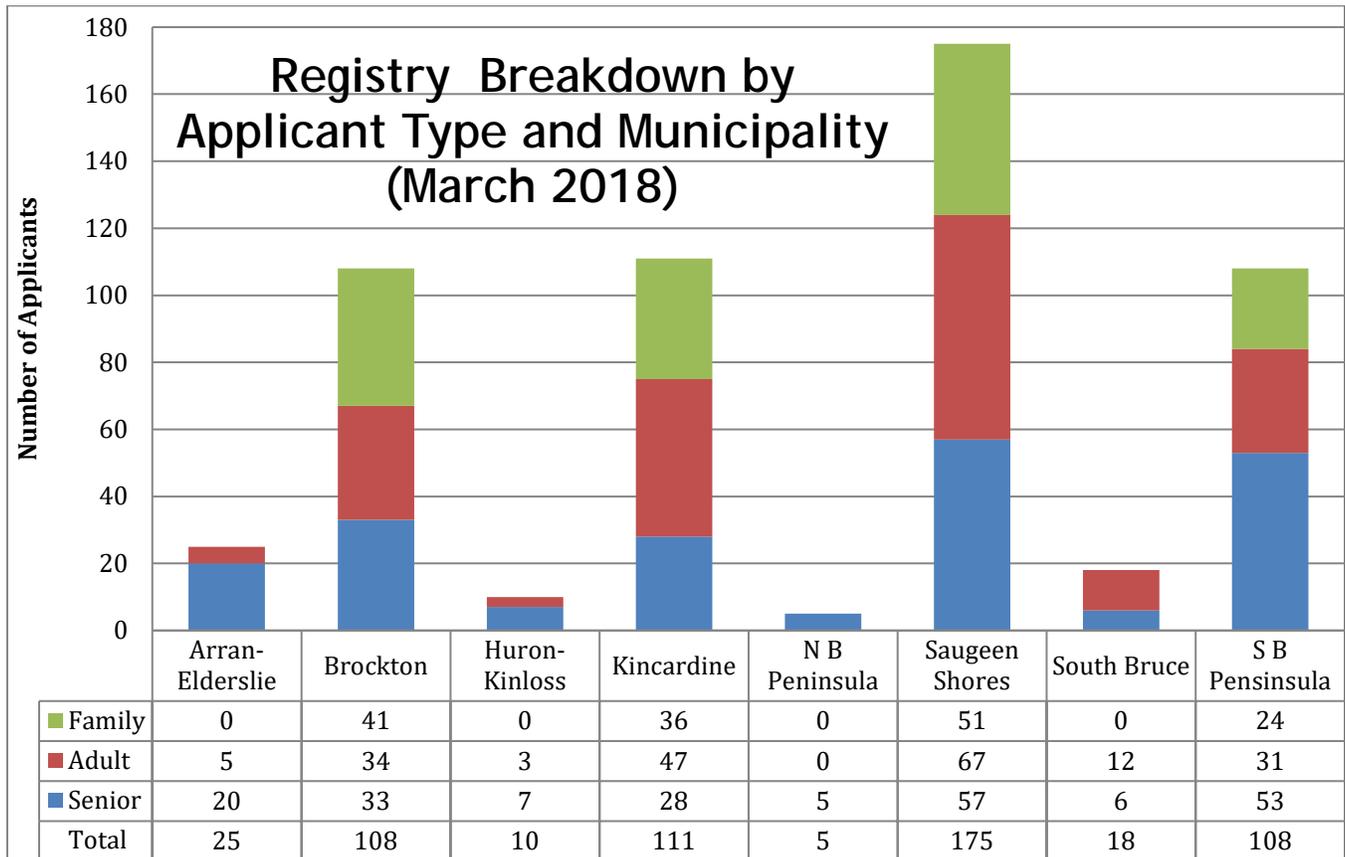


There have been 50 applicants housed between January 1, 2018 and March 31, 2018.

Below is a year-to-year comparison between 2017 and 2018.

	As at March 31, 2017	As at March 31, 2018
Number of applicants	385	377
RGI applicants	353	350
Market applicants	31	27
Families	80	102
Adults	180	157
Seniors	125	118

Waitlist areas continue to be high in Saugeen Shores, Kincardine, Brockton, and South Bruce Peninsula.





**Financial/Staffing/Legal/IT Considerations:**

There are no financial, staffing, legal or IT considerations associated with this report.

**Interdepartmental Consultation:**

No interdepartmental consultations have occurred related to this report.

**Link to Strategic Goals and Elements:**

Although there is no specific link to the Strategic Goals and Elements, the coordinated management of the Bruce County Community Housing Registry and the placement of households is in keeping with our strategic values of efficient, coordinated governance and a high quality of life for all residents.

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**Approved by:**

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